

DIRECTOR OF MEDIA SERVICES

Summary

Hutchinson Missionary Baptist Church (HMBC) delivers high praise and worship for its congregation through Sunday (Regular) worship services, adult and youth religious education classes, and volunteer services to the Montgomery Community. The Director of Media Services coordinates, plans, supervises, produces, and maintains all audio and visual services, recordings, and equipment for HMBC. The scope of services includes providing quality audio and visual systems support throughout the facility with emphasis on the sanctuary.

Responsibilities and Duties

Coordinates audio and visual service support requirements with appropriate parties
Coordinates with Pastor, Minister of Music, and Sunday School Superintendent for Sunday School and Church requirements
Coordinates with responsible parties for all special event requirements
Offer recommendations to enhance audio and visual presentation

Plans audio and visual service support for all events
Develop audio visual service support plan for Sunday Services
Develop audio visual service support plan for special events
Schedule audio visual technicians to implement the support plan
Identify and plan for any potential problem areas

Supervise audio and visual service support for all events
Supervises execution of the audio visual service support plan for events
Supervises audio visual technicians in execution of the plan
Ensures audio visual technicians are trained and proficient
Prepared to provide hands on support where needed
Makes time sensitive decisions to ensure success of the plan

Ensures successful streaming of live and recorded events via social media and church website
Edits and coordinates event production with content contributors
Coordinates final product with Pastor for approval and release
Formats and streams approved product via designated media platform(s)
Maintains an archive of approved products

Maintains and updates all audio and visual equipment

- Ensures all audio and visual equipment is operational

- Schedules and performs routine maintenance of equipment

- Identifies and schedules any equipment requiring outside service support

- Perform annual review of equipment status

- Prepare written recommendations for equipment updates

The Director of Media Services reports to the Pastor.

Qualifications and Skills

- High School Diploma or equivalent required

- Able to lead and direct a team of audio-visual technicians

- Previous experience with live streaming systems and software

- Previous experience with live video production workflows

- Able to plan and execute an audio and visual support plan

- Ability to troubleshoot and make minor audio and video equipment repairs

- Experience operating audio sound boards preferred

- Able to lift 50 pounds

- Able to climb a ladder and perform duties as required